

National Institute of Fashion Technology Kolkata Campus

NIFT GIRLS HOSTEL RULES

Objective

The Hostel provides an ideal place for a disciplined, healthy and congenial atmosphere for peaceful stay and study. To the residents, it is a home away from home, hence they consider themselves to belong to one family and treat one another in friendly & courteous manner. The hostel is governed by a set of rules & regulations contained in this Manual, to be strictly followed by the hostel resident

General Rules

1. Students seeking admission to the hostel must read the rules and regulations carefully.
2. NIFT reserves the right of admission to the hostel.
3. NIFT Management may deny or cancel the hostel accommodation of any student without assigning any reason, if it has reasonable ground to believe that her presence would be detrimental to the interest of NIFT or other students.
4. NIFT Hostel facility is only for the bonafide students coming from outside the city/living far away from the campus where the allotted campus is situated and not for the residents of the city, unless it is an exceptional situation.
5. The hostel accommodation to the full-time UG/ PG degree students is available only for the semester period and all hostlers are required to vacate their rooms along with all the belongings during the summer break; NIFT management will provide centrally located areas for keeping sealed and packed belongings of returning students.
6. On arrival, student will report to the Hostel Assistant Caretaker and will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
7. The resident students are expected to uphold the decorum of the Institute by abiding to the rules of the hostel.
8. Any act of intimidation or violence, willful damage to property or drunken and riotous behavior constitutes an offense.
9. Use of narcotics, smoking, consumption of alcoholic beverages and gambling are strictly prohibited.
10. The hostel dues shall be paid as per the directives of NIFT.
11. NIFT hostel at Kolkata Campus has a hostel committee which is an advisory body to monitor the activities of hostel, comprising of Joint Director, SDACs, Senior faculty members .
12. Since it is a privilege to gain admission to the NIFT Hostel, residents are expected to appreciate the time and money spent in the maintenance of the Campus. Misuse of the Campus & causing damage to campus property including plants and trees, littering in the campus will invite disciplinary action.
13. In case of any grievance, the students are advised to register it in the complaint book provided in the hostel or report it to the hostel care-taker in writing.
14. The students are advised not to keep large amount of cash or valuables with them, the hostel authorities will not be responsible for any theft, or loss of the belongings of the resident students.
15. Original fee receipt has to be kept safely by all resident students.

Student accommodation facilities:-

1. Statutorily, hostel accommodation is available to all the students, only during working Semesters. Students will have no right to occupation of a room during vacation. But he/ she may be permitted to stay on request, if he / she is doing any course work /project work for which staying in the hostel is necessary and on prior approval of the Centre Coordinator and Director/Joint Director.
2. The resident students would be provided with single cot, writing table, chair, almirah and shared racks.

3. Each resident must bring her own mattress, pillow, blanket, linen, curtains, bucket and mug and other personal belongings etc.

CONDITIONS OF ALLOTMENT

At the time of admission of a student into the hostel, each resident is required to submit a duly completed 'Hostel Application form'. The telephone number of the parents/legal guardian with STD code must be provided along with Local Guardian's address and phone number. Email of the parents (if available) should also be provided. Any change of address / telephone number of the parent /local guardian, at any point of time, has to be intimated to the hostel office in writing, at once. In addition to the above information, passport size photograph of the parents and the local guardians should be affixed on the form in the space provided.

The Hostel room allotment will be done by an open ended lottery system just before Orientation Programme.

The Hostel Management will generally provide minimum furniture and fittings for each room. At the time of allotment, students should fill up the 'Room Allotment Slip' and make sure that all the furniture and fixtures are in proper order. If any discrepancy found, it should be immediately brought to the notice of the hostel management.

Rooms once allotted to the student for an academic year will not be changed except in special circumstances, decided by the hostel committee/Director.

If the student is found guilty for disciplinary cases of any type in institute or outside NIFT, she is required to inform the Hostel Management immediately and should vacate the hostel if the Hostel Management finds that she is not eligible for hostel accommodation.

The students are entitled for accommodation in the hostel only if they are full time registered students. Accommodation will not be provided to any student whose registration is cancelled. Any student who is removed from the Rolls of institute will automatically cease to be a member / occupant of the hostel.

Before vacating the rooms, the students should fill up 'Room Vacating Slip' in triplicate. The installations including the fan should be handed over intact and in proper working condition, in addition to the furniture and fixtures.

Local Guardian:-

1. NIFT resident students are expected to furnish the name of a **Local Guardian*** their address, telephone numbers and business card, if any, which shall be duly attested by their parents at the time of joining the hostel.
2. NIFT resident students are permitted to stay out in the night at their Local Guardian's place with a prior approval of Assistant Caretaker on the written request made by the student, which will also be entered in the 'In & Out' Register available with the Hostel Assistant Caretaker. On their return the resident students are expected to submit the proof of stay duly endorsed by their Local Guardian mentioning the actual dates and number of days.

(*Local Guardian means any responsible local resident declared by the parents at the time of joining at NIFT, Kolkata or changed subsequently by the parents formally)

Timing of the Hostel

1. Resident Students are expected to be inside the Campus not later than 08.00p.m. everyday unless they have written prior permission.
2. Resident students are expected to be present in their respective rooms in the hostel by 10.30 P.M at which time the attendance will be taken by the hostel Assistant Caretaker.
3. Hostel Gate will be locked at sharp 10.00 pm and will be opened only on an emergency / approval of Director.

Health Care

A doctor will be available at the NIFT Campus and Hostel during allotted times on all working days. Resident Students may also visit any other doctor of their own choice on payment of fees.

Hostel conduct rules:-

1. The resident students are not allowed to shift or exchange rooms allotted, on their own.
2. The resident students are required to lock the doors while leaving the room.
3. The Resident students would be issued room keys which must be kept safely. In case of loss, a token charge of Rs.500/- for a duplicate key will be charged.
4. Non-resident students/ Outsiders are not allowed to enter the hostel, if found they will be imposed with a penalty of Rs.1,000/-.
5. The resident students are prohibited to cook food in the hostel rooms nor should they bring the utensils into the hostel.
6. The resident students shall not tamper with any furniture and fixture, electrical installation and any other equipment in the hostel premises. If any damage is caused to any of the installations, the students shall be liable to pay the amount for repairing the damage plus appropriate fine that may be levied.
7. Resident students must ensure switching off lights, fans, geysers and electronic gadgets when not in use. To ensure the safety of the students, they are not allowed to use electric items like kettles, irons, induction, cooker etc. A fine of Rs.500/- will be levied for possessing such things and these are liable to be confiscated.
8. The resident students will be responsible for the upkeep and maintenance of furniture and fittings in their rooms. The housekeeping staff in the presence of the resident students will do the cleaning of room.
9. Resident students are expected to keep their room neat and tidy. Rooms are subject to inspection by the management at any time. Residents are also required to maintain cleanliness and sanitation of the bathroom and corridors. Bins are provided for collection of the litter, fruits peels etc. Disciplinary action as deemed fit will be initiated against offenders. Severe disciplinary action will be taken against students who break rules or abate other students to break the rules or undermine the discipline of the hostel.
10. The students are not allowed to use candles. They are advised to use torch light in the absence of electricity. (NIFT has a 24 hour power back up.)
11. Birthday parties of the resident students are allowed only with prior permission which should wind up latest by 10.30 P.M.
12. Personal couriers/letters of students will be collected by Assistant Caretaker & Lady Security guard at Hostel Gate.
13. The Resident students who are going out for sourcing material or for any such work, shall return to NIFT campus by 8.00 p.m. Late reporting to the campus will be informed to their parents. Habitual late reporting will be considered as an act of indiscipline and action will be taken as per NIFT rules. Any late coming will have to be informed in writing to the Assistant Caretaker before going out.
14. Resident students who are not found in the hostel rooms at the time of taking attendance (10.30 pm) will be given a warning letter in the first instance and their parents will be informed. If any student is in the habit of continuous late coming, the same will be considered as an act of

indiscipline and appropriate disciplinary action will be taken as per NIFT Rules including expulsion from hostel.

15. Residential students working late hours (beyond 8.00 p.m) either within or outside the campus should obtain a letter from the department Co-ordinator on daily basis and inform Assistant Caretaker duly.
16. Every student will be responsible for the care of the room allotted to her and the furniture provided. No furniture can be removed from the room. No additional furniture can be brought into the Hostel without prior permission of the management.
17. Defacing walls, door, corridors and cupboards by writing, painting or pasting poster, notes etc. with glue/tape/nails etc. is not permitted. Any violation, whatever the extent, will lead to severe disciplinary action.
18. Hostel is available to all Residents from 1st day of the semester till the last day of semester before break.
19. Residents must hand over possession of the room to the Assistant Caretaker before leaving and obtain a Clearance Certificate from her. This will include clearance from all service providers, specifically, from the launderette, the canteen contractor to confirm that all bills have been paid.
20. Students from other NIFT Campuses are permitted to stay for internship or industry programme for maximum of 8 weeks with permission from Institute Management. All such students will vacate the hostel one week prior to the commencement of the new semester.
- 21. Ragging* will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid down by Supreme Court in its ruling on the subject. Any complaints on the issue are to be made to the Students Development Activities Coordinator (SDAC) of the Campus.**

(* Ragging has been defined as “ Display of noisy, disorderly conduct doing any act which causes physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in ay education institution”).

Disciplinary Procedure:-

NIFT resident students are liable to be expelled from the hostel as well as the course, if they are found guilty of any of the following:-

1. Any act of indiscipline or misconduct of any sort, in the hostel or outside.
2. Any alleged act of Ragging.
3. Submission of false, wrong or incomplete information in the application form or subsequently while seeking permission etc.
4. Default in payment of dues within the stipulated period.
5. Organizing noisy, indecent, undignified manner of activities and inviting any unauthorized persons to visit their rooms.
6. Repeated late reporting for the night as well as any act, which will cause embarrassment to NIFT management, would be sufficient ground for treating that as a breach of discipline.
7. Any unauthorized absence in the night will amount to act of indiscipline and is liable to be expelled without warning.
8. Indulging in activities of consuming drugs, alcohol or any other activity in Hostel which is construed as a society offence at large.

Withdrawal and Refund

A formal application may be submitted to the hostel Assistant Caretaker alongwith a “No Dues Form” duly signed by the respective authority. The depositor’s copy of the Hostel charges Receipt in original has to be produced for their refund.

1. Full hostel charges will be refunded except non-refundable security deposit, if withdrawn before joining the hostel.
2. In case of withdrawal after one month of joining the hostel, only refundable security deposit will be refunded.

CODE OF CONDUCT

1. All residents are required to maintain standards of behaviour expected of students of a prestigious National institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus. No prejudice and biasness or direct or indirect insult due to cast, religion, language or community will be tolerated. All person staying in the hostel are expected to obey the Constitutional rights of India.
2. All residents are required to carry their valid identity Cards issued to them by the institute.
3. The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall be pasted on the notice board shall not be scribbled by anyone.
4. If any student wishes to be away from the hostel during the weekend and holidays or any other time (working days), his /her parents or authorized Local Guardian will have to fill up ‘ Leave approval Form’ to take prior permission from the Assistant Caretaker , hostel Committee member and/or respective Centre Coordinator by Hand.
5. Rooms are allotted to each student on his/her personal responsibility. She should see to the upkeep of his/ her room, hostel and its environment. Students should bring to the notice of the Maintenance office, through the Assistant Caretaker, for all routine maintenance works (Civil, Carpentry, and Electrical of any other) and or damage /breakage if any, to be carried out in their rooms.
6. Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant’s responsibility to make the room available for the same.
7. The institute’s bandwidth should strictly be utilized for educational and/or knowledge sharing purpose, the students should not screen pirated /unauthorized / unlicensed movies in their computers and common rooms. Nor should they indulge into any act which falls into cyber law violation. Any violation will be dealt severely. Penalty for the same will be decided by authorities.
8. The resident of a room shall be responsible for any damage to the property in the room during her occupancy of that room and will be required to make good the damage, if any. She is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good working condition when she changes\vacates the room / hostel.

9. In case of damage to or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Assistant Caretaker / Asst. Assistant Caretaker and Administration Department.
10. The resident shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than that above belonging to the hostel in a room, the occupant of the room shall hand over them to the Assistant Caretaker/ Hostel Caretaker, failing which she will be charged a penal rent as decided by the Assistant Caretaker/ Hostel Committee minimum of Rs 2000 and above.
11. The resident shall not remove/change any fitting from any other room to her room. Everyday before leaving their respective rooms students must switch off all electrical points, including fan, light and plug points. Hostel caretaker will check the rooms random and if the offense repeating the roommates will face fine of Rs 500 each. Repeat offenders will be subjected to strict disciplinary action.
12. The residents are required to sign Form No.7 Hostel Upkeep Undertaking form, a copy of which is given in the annexures. In case of any damage, the cost and a fine amount proportionate to the damage shall be levied and recovered from the resident(s) by the Hostel Management.
13. Ragging of students admitted to the Institute is totally banned. Any violation of this by the students (s) will be dealt with very severely. For details kindly go through the Anti - Ragging policy and regulations.

Ragging is a CRIMINAL & NON- BAILABLE offence is defined in legal parlance as, “display of noisy, disorderly conduct doing any acts which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes:-Teasing, abusing, of playing practical jokes on or causing hurt to such student, or asking the student to do any act or perform something which such student will not in the ordinary course be willing to do” - Excerpts from the Directions of Hon’ble Supreme Court of India in respect of curbing ragging in Educational Institutions

14. The Head of the institution (Director/Joint Director should take immediate action on receipt of the recommendation of the Disciplinary Committee. He can also take action suo motto if the circumstances so demand. Fresher’s should be encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims should also be punished suitably. When the person committing or abetting the crime of ragging are not identified collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential ragger not to indulge in ragging.
15. All hostellers are required to fill up and sign ‘ Anti - Ragging Undertaking form’.
16. Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in minimum expulsion from hostels and maximum , rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel. Entering the hostel premises in intoxicated, possessing any drug or drug related substance , littering inside the institute’s premise alcohol/ drug smoking
17. Chewing tobacco, use of Betal (Pan) or Gutkha or any similar product and spitting in the NIFT premises is strictly prohibited. The spitting or chewing tobacco (or similar products) in the

NIFT premises is grounds for disciplinary action. Students are required to sign an undertaking prescribed in annexures.

18. Employing unauthorized persons for personal work as washing clothes, etc., is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.
19. Any student found hosting/harbours an offender will be also liable to the same punishment as decided for the offender by the disciplinary committee.
20. Residents should not participate in any anti-national, antisocial or undesirable activity nor outside or in the campus. The visit of non-hostel resident(s) is restricted to the reception.
21. Students should not hire/procure objectionable or pirated CDs or magazines from outside.
22. Paying hostel fees does not entitle students to infringe the rules and indulge themselves in violent activities to express their views. Violating the law & order can lead to strict disciplinary action against them as decided by the disciplinary committee.

Guests & Visitor Rules (Guest Room)

1. A guest of a resident may be permitted, with the prior approval by the Assistant Caretaker/Administration Department, Visitor room on payment of Rs.250/- per day or as fixed by the Management from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose every person other than resident of the hostel will be considered as a guest.
2. Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel as decided by the disciplinary committee.
3. No person, guest, classmates or otherwise shall be permitted to stay overnight in any part of the hostel.
4. No day scholar is allowed to enter the hostel without written permission.
5. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
6. The visit of male students to the female hostel is strictly prohibited. Any violation in the said guideline shall lead to expulsion from the hostel.
7. Visiting Hours
5:30 pm to 8.00 pm on weekdays and 10 am to 8.00 pm for Saturday/Sunday/holiday. No visitor shall be allowed in the Hostel Premises beyond visiting hours.

USE OF APPLIANCES

1. The use of electrical appliances such as immersion heaters, electric stove/heaters/electric iron etc. is forbidden in any of the rooms allotted for residence. Private cooking in the hostel/student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine of Rs 5000 will also be imposed.
2. Use of audio systems apart from headphone which may cause inconvenience to other occupants are not allowed.
3. When the students go out of their rooms they should switch off all the electrical/electronic appliances (as allowed by the hostel management), and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.
4. Lights should be ideally switched off by midnight. Study lamps can be used for self-study henceforth without disturbing the roommates.

COLLECTIVE RESPONSIBILITIES

1. General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
2. Residents should not indulge in practices/ activities, which may endanger their own personal safety as well as of others.
3. Residents will be personally responsible for the safety of their belongings.
4. Any case of theft should be reported promptly to the Hostel Assistant Caretaker and Security officer.
5. Residents are duty bound to report to the Assistant Caretaker/Asst. Assistant Caretaker/ Administration Department in case they notice any unwanted or undesirable activity going on in the hostel or on the campus.
6. Residents are required to park their vehicles /cycle/bike only in the space provided for them in an orderly manner. No cycles/ vehicles should be parked at any other place.
7. Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw and/or litter indiscriminately and should not use non-bio-degradable items, such as polythene bags etc.
8. The jurisdiction of NIFT is confined to the campus. If our students create law and order problems outside the campus, they are themselves answerable to the police.
9. The students are advised not to go out in large groups which are difficult to control. This is so because if you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute and your parents.
10. NIFT will do its utmost to protect you as long as you are on the right side of the law. Do not overstep the law. Help us to help you.
11. Students should not paste or make objectionable articles or pictures in the rooms allotted to them. No notices /posters/decorative/stickers shall be pasted on walls

HOSTEL FEES

1. Hostel Fees for entire year should be paid on time.
2. No hostel fees will be refunded irrespective of the fact whether a student has been placed in the industry or gone on training in the beginning or in between the semester.
3. Students should timely pay their hostel and/or mess and/ or cafeteria dues on time and should not involve themselves in any type of nuisance inside the mess. / Cafeteria.
4. Hostel fee/Additional Fee should be deposited by the students within two weeks from the commencement of the session, as per the fee decided by the management.

MESS RULES

1. No student is allowed to stay in the hostel without being a member of the mess.
2. Once a student joins the mess, he/ she shall be deemed to have become a permanent member of that mess unless informed to the hostel administration in writing. Students who absent themselves on the date of reopening of the Institute after any semester vacation will be deemed to have joined, unless contrary to that is informed to the hostel administration in writing .
3. Absence from joining the mess will be permitted only by the Competent Authority on request for valid reasons for a maximum period of 10days only, from the date of reopening of the college. Afterwards the student will be charged as per the mess charges .Such permission should be obtained well in advance.
4. Students should strictly adhere to the hostel and mess timings that are as under**:

Working days	Weekends Breakfast:
7:00 AM to 08.45 AM	9.00AM – 11.00AM
Lunch/Snacks: 12:00 Noon to 12:45 PM	1.00PM – 2.30 PM
Dinner: 9:00 PM to 10:30 PM	8.00PM – 9.30 PM

** Subject to revision as and when needed.

5. The mess rates will be revised time to time and decided upon by the Mess Committee in consultation with the hostel committee & mess contractor.
6. The system of self service will be followed in the mess.
7. The quantity of food will be unlimited except in the case of special items.
8. Non – vegetarian food may be served as extra items on specified days of the week.
9. Students may entertain their guests in mess with prior permission from the Mess Committee and by paying in cash.
10. Any absence of a student from the mess exceeding 24 hours, should be intimated to the Mess Committee/Caterer in the prescribed form so as to regulate the supply of food even though the student is not eligible for mess reduction so that there is no wastage of food.
11. Students are not permitted to cook any food on their own accord in the mess or in their rooms.
12. Students on no account, whatsoever, will be permitted to take food outside the mess , i.e. common room or allotted room. Nor can they take mess utensils such plate, spoon, tumblers, etc. to their rooms.
13. No food will be served in the rooms of the hostel for any student unless (a) it is recommended by the hostel Assistant Caretaker and (b) only when the student's condition requires the food to be served in their rooms. The concerned student will deposit a security to the mess in charge for the same and the amount will be refunded once all the utensils are returned to mess. The amount will be decided by the administration.
14. No Student shall waste food. Paying mess bill does not entitle a Student to waste food. Wastage of food by any of the student(s) shall invite heavy penalty along with a disciplinary action.
15. Student shall assist in maintaining the mess and surroundings neat and clean. No notices /posters/decorative/stickers shall be pasted on walls. Notices put on the notice boards should not be removed by the diners.
16. All Students shall interact with the mess staff in the dining hall in a courteous manner.
17. Students should not bring pet animals/pets into the hostel or encourage such practice.
18. After eating, Students shall keep the cup, plates or any leftovers in the designated bins.
19. If a Student is ill and requires a special diet, she should request the Assistant Caretaker to arrange the same at the mess.
20. Residents must carry their mess card while entering the mess.

GENERAL GUIDELINES

1. Harassment of any nature/ kind or misbehaviour by any student with another student and / or hostel Assistant Caretaker (male/ female) shall lead to immediate expulsion form the hostel.
2. The student must not be involved directly or indirectly in fighting gambling, anti-social activities, ragging, strike, picketing, gheraos, fast, arousing of the sentiments of the other students and the public. Use of outside agency for redressal of grievance, possession or consumption of alcoholic drink, intoxicating drugs will be a viewed as serious offence and will lead to expulsion from the hostel.

3. Meeting, party inside the hostel is strictly prohibited. However, in special circumstances it may be organized only with prior written permission from the Hostel authorities.
4. Mess-party is to be organized with written permission from the SDAC. However, such parties should not cause any discomfort to other students.
5. Other rules to be notified from time to time should be followed for smooth functioning of the hostel administration.
6. All students must abide by the rules and regulation of the hostel as may be framed from time to time.
7. Violation of any of the above rules will attract strict disciplinary action.
8. The institute attaches utmost importance to strict integrity, honesty and general conduct of the students. Any violation of the above shall lead to expulsion from the institute.
9. Carrying of any type of weapons-blunt, sharp edged or firearms, in the college campus or keeping such weapons in the hostel is a serious offence and is strictly prohibited and shall lead to strict action against the student as decided by the disciplinary committee.
10. Students must abide by the rules and timings (as mentioned below) of the hostel and will not stay outside the hostel during night or till late hours without the permission of the hostel Assistant Caretakers.
11. Any serious complaint received against any hosteller shall be referred for the consideration and decision of the disciplinary committee. The disciplinary committee will be fully empowered to call or ask to submit written statement from any staff members and/or Assistant Caretakers concerned with the matter. The decision of the disciplinary committee will be forwarded to Director whose decision shall be final and binding upon the student(s).

RIGHTS OF HOSTEL MANAGEMENT

1. The hostel authority is empowered to have hostels inspected at any time to ensure the proper compliance of all the provisions of the Hostel Policy.
2. Any breach of these rules will invite an inquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even immediate expulsion from the hostel.
3. The Hostel Management reserves the right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards. In all matters of discipline and other relating to the students, the decision of Director will be final.

DRESS CODE

Students should be appropriately dressed while moving in and out of the hostel. Also student residing in the hostel are supposed to dress properly when pass through the common paths and come in mess or reception or open areas.

MEDICAL FACILITY

In case of serious illness, the resident students and their room-mates should immediately report the same to the Assistant Caretaker/ Assistant Registrar. All resident students are required to take personal care of their health, and hostel shall not be able to take any personal care of their health, and hostel authority shall not take any responsibility of such cases. They may avail the in house medical facility:

From 03:00 P.M. to 05:00 P.M. (Saturday)

The students may visit any other doctor of their own choice on the payment of fees.

HOSTEL TIMINGS

****Out & timing: 6:00 am-8:00 pm , For the Final Semester Students (Sem-VIII) doing GP or Final collection the timing will be till 9 pm.**

For the First Semester Students the timing is 6 am- to 7.00 pm.

**** Subject to revision as and when needed.**

Night attendance: 10:30 pm.

All residents will return to the hostel by 8.00 pm. At 10.00 pm hostel gates will be closed.

Late comers shall be reviewed every month, and following fines shall be imposed accordingly:

1st time offence	:	Warning letter to be issued Information to Parents
2nd time offence	:	Rs.1,000/- fine will be imposed Information to Parents Submission of Undertaking
3rd time offence	:	Permanent expulsion from Hostel with Information to Parents

NIGHT OUT RULE:

NIFT resident students can be permitted to stay out for the night (on weekends only) to their authorized LG's Parent's place, only when written request is made seeking permission in the prescribed form/application by hand/by fax from their parents at least one day in advance on Office fax .They have to obtain the permission of their respective Assistant Caretakers/respective CCs on the basis of application signed by their parent/Guardian for night out stay. For the industry trip or Cluster visit same process should be followed (verified by Hostel caretaker then marked to CC, if needed and approved by Hostel committee members)